



## Northborough Cultural Council

63 Main Street / Town Hall  
Northborough, MA 01532

### ***Northborough Cultural Council Meeting Minutes***

**Meeting Date:** Tuesday, July 14, 2020

**Time:** 7:00pm to 9:00pm

**Place:** Zoom Meeting Event

**In attendance:** Selvi Oyola, Bich Nguyen, Craig Cox, Suzanne Cox, Terry Underwood, Lori Pandit, Lesley Shore

**Absent:** Heidi Knight

**Meeting called to order:** 7:05pm

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#### **Join via Zoom:**

Meeting URL: <https://town-northborough-ma-us.zoom.us/j/84497457767>

Meeting ID: 844 9745 7767

Password: 912559

#### **Join by Telephone:**

Telephone Number: 1 646 876 9923

Meeting ID: 844 9745 7767

Password: 912559

#### **To View or Listen:**

Live stream of this meeting may do so by going to “Northborough Remote Meetings” on YouTube via the following link: [https://www.youtube.com/channel/UCRdBrw3HeEAMB\\_KFKasrgXA](https://www.youtube.com/channel/UCRdBrw3HeEAMB_KFKasrgXA)

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#### **About Remote Meetings:**

- *This Open Meeting of Northborough Cultural Council is being conducted remotely consistent with Governor Baker’s Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the “COVID-19 Virus.”*
- *In order to mitigate the transmission of the COVID-19 Virus, the Town of Northborough has been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor’s Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible physical location.*
- *All members of the Northborough Cultural Council are allowed and encouraged to participate remotely.*
- *The Order allows Northborough Cultural Council to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.*
- *The public is encouraged to follow along using the posted agenda, unless the Chair notes otherwise.*

- *Ensuring public access does not ensure public participation unless such participation is required by law. This meeting will feature public comment.*

**For Public Comment:**

- *Note: Public comment will be limited to 3 minutes per person*
  - **By Phone:** *Dial \*9 to raise your hand and wait to be recognized by the Chair. Please note that part of your phone number will be visible to those viewing the meeting.*
  - **By Zoom:** *Click "Raise Hand" on the bottom of your screen and wait to be recognized by the Chair*
  - *When connected, please state your name and street address.*
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**AGENDA:**

1. *Approval of Minutes from 1/16/2020 and 02/06/2020 NCC Meetings*

- *1/16 Minutes*
  - *Motion: Lori Pandit*
  - *Second: Suzanne Cox*
  - *Approval: All*
- *2/6 Minutes*
  - *Motion: Terry Underwood*
  - *Second: Craig Cox*
  - *Approval: All except Bich Nguyen who abstained*

2. *2020 Grantee Reception Recap*

- *Great event with Senator Gregoire in attendance*
- *Great Music by Northborough Area Community Chorus*
- *Well attended event*
- *Great write-up about our event in the Community Advocate. Lori Pandit will add it to the website.*
- *Citations for grantees were prepared by Senator Chandler's office*

3. *Grant Reimbursement Requests*

- *\$400 was reimbursed to the MA Educational Theatre who was able to hold their event*
- *So far, 3 of the 2020 Grantees have been processed*

4. *Grant Modification/Extension Requests*

- *Northborough Free Library summer music series changing to Nov 14, 2020*
- *Historical Society changing to Dec 4, 2020*
- *Ed Harlow changing to Aug 22, 2020*
- *Community Chorus working on new dates (possibly cancelling)*
- *Scott Jameson event at the Library changing to Sept 26, 2020*

5. *Proposed procedures on evaluation of grant event changes due to Covid-19 pandemic under the published guidance of Massachusetts Cultural Council (MCC):*

*5a. Appoint a person(s) to review and approve/deny any requests for modifications/ extensions based on criteria agreed by the LCC.*

- *Motion to create subcommittee: Selvi Oyola*
- *Second: Suzanne Cox*
- *Members are: Selvi Oyola, Lesley Shore, Terry Underwood*
- *Approval: All*
- *Discussions: This committee will have full power to approve/deny modifications so long as they stay within the current guidelines. Recognizing that MCC will adjust guidelines based on current COVID conditions, this item will remain a live topic of discussion on our agenda.*

5b. NCC Criteria/Guidelines for Approval of **Requests for Extensions Only** based on MCC's updated grant cycle recommendations due to Covid-19:

- A written request (letter or email) must be submitted by the Grantee stating the new event date. The letter must clearly identify that the date is the only change in scope. Each time the event date changes, a new letter must be submitted to NCC.
- Final Date for Event Extension: December 31, 2021
- If the event date is extended into the next grant cycle (2020/2021), the applicant cannot apply for another LCC grant for the same event during that grant cycle
  
- *Motion: Craig Cox*
- *Second: Suzanne Cox*
- *Approval: All*
- *Discussions: Suzanne and Selvi will work together to draft email to grantees to refer to our website regularly to get the most updated change(s) in guidelines*

5c. NCC Criteria/Guidelines for approval of **Request for Modifications** based on MCC (Massachusetts Cultural Council) recommendations *as amended*:

- A written request (letter of email) must be submitted by the Grantee designating each change from their original grant application for their event. The letter must clearly describe each change. Each time there is a change to the event, a new letter must be submitted to NCC.
- Date Change/Extension: Approve event date changes/extension request of all events not to take place later than December 31, 2021.
- Duration: can be longer or shorter *as long as cost does not increase*. Splitting the event into multiple parts is acceptable if that supports event occurring.
- Format: in person vs. virtual or other will be *acceptable*. NCC is not able to facilitate or otherwise produce a change of event from in person to virtual. All responsibilities will be with the Grant recipient.
- Venue: will be *acceptable* as long as still benefiting the residents of Northborough, in keeping with regular NCC grant approval guidelines.
- Scope: can increase or decrease as long as basic concept of Grant is still met - medium, intended audience, intended message and community benefit.
- Cost: ~~Cannot increase~~. If the cost of the event increases due to event modifications, the grantee cannot ask for an increase in their grant award. If the cost of the event decreases below the grant amount, NCC may re-evaluate the grant amount.
- Other:
  - NCC will strive to support artists by accommodating and approving adjustments as long as the intended initial concept and/or the intended benefit to the citizens of Northborough is still the same and/or comparable.
  - The event is conducted with compliance to current town and state guidelines regarding health and safety measures for Covid-19.
- If the event date is extended into the next grant cycle (2020/2021), the applicant cannot apply for another LCC grant for the same event.
  
- *Motion: Bich Nguyen*
- *Second: Suzanne*
- *Approval: All*
- *Discussion: Grantee can check MCC for ideas on how to host virtual events as NCC doesn't have ability to provide guidance*

5d. Cancelled Events:

- *If the grantee incurs no cost for the granted program, grantees can submit a letter stating that their event is indefinitely cancelled. They can apply for a new grant during the next grant cycle.*
- *If the grantee incurs a cost for the program prior to the cancellation of the event due to Covid-19, the grantee can submit a reimbursement request and the NCC will evaluate and consider such costs for eligibility for partial reimbursement of their grant award. The grantee must inform the NCC of the cancellation explaining when and why the program was cancelled and what expenses they have already committed to the project, along with receipts and invoices.*
- *Motion: Selvi Oyola*
- *Second: Lesley Shore*
- *Approval: All*
- *Discussions: None*

6. *Reviewing and updating priorities prior to September 1, 2020 MCC deadline.*

- *Motion: Selvi Oyola motioned to revise the priorities during the next meetings*
- *Second: Terry Underwood*
- *Approval: All*
- *Discussions: None*

7. *Council positions annual voting procedure:*

- *2020 Current Board Positions:*
  - *Chairperson: Selvi Oyola*
    - *Motion: Craig Cox nominates Terry Underwood*
    - *Second: Lori Pandit*
    - *Approval: All*
  - *Secretary: Bich Nguyen*
    - *Motion: Suzanne Cox nominates Bich Nguyen*
    - *Second: Terry Underwood*
    - *Approval: All*
  - *Treasurer: Craig Cox*
    - *Motion: Lesley Shore nominates Craig Cox*
    - *Second: Terry Underwood*
    - *Approval: All*
- *Every position is to be open for all members and voting for Council positions should be conducted annually per MCC guidelines.*

8. *Third Annual CultureFest:*

- *Format: live in person outdoors event or a virtual event.*
- *Date: Applefest weekend or other*
- *Community and local business engagement ideas*
- *Motion to postpone the discussion until next meeting: Selvi Oyola*
- *Second: Bich Nguyen*
- *Approval: All*
- *Discussions:*
  - *Suzanne: Use this time to rebuild, work on financial sponsorship. Hold an executive (special) meeting to discuss options and brainstorm.*
  - *Bich: Hold virtual event in smaller fashion. Investigate feasibility with one trial session to see how long & how difficult it would be to put something together. Feature different artists weekly (does not have to be one big session). We can adjust out Festival timeline to the Sprint if we want.*
  - *Craig: Window of opportunity probably closed on having a live event*

- *Lesley: Don't know if there will be a 2<sup>nd</sup> COVID surge and this is a lot of work for the unknown*
- *Terry: If colleges are going online for the Fall, then that is an indication for us not to do anything live. Intention is right but timing isn't. Will NCC be penalized financially by MCC? Selvi answered: we are allowed an extension like all the other grantees.*
- *Selvi: we can still try to do virtual but in different format, different timeline. Will need to check with town if a virtual event is possible.*

#### **9. New member interest/acquisition**

- *We have one person interested who was not able to attend tonight*
- *Motion to create a subcommittee to work on a plan for member acquisition*
  - *Motion: Selvi Oyola*
  - *Second: Craig Cox*
  - *Members: Selvi Oyola & Suzanne Cox*
  - *Approval: All*
  - *Discussions:*
    - *Possibility of holding a virtual coffee house and ask venue (ie Trinity church) to promote us as co-sponsors*
    - *Put together a marketing program and work through different churches, organizations, newspapers etc.*
    - *Town can promote us (and all of its committees). For example, shine a light on each town committee – one per week. Who we are, what we do, etc.*
    - *Membership is usually through word of mouth & personal connections*

#### **10. Reports by council members**

- *Craig responded to MCC's Survey about its constituents but have not heard anything from it*

#### **11. Next two meeting dates**

- *Thurs, July 30 @7pm & Thurs, Aug 18 @7pm*
  - *Motion: Selvi Oyola*
  - *Second: Terry Underwood*
  - *Approval: All*
  - *Discussions: Original date of July 28 – town webinar is not available*

#### **12. Other business as it comes in front of the board**

- *None*

#### **13. Public comment**

- *Public comment could not be held due to a technical issue*

#### **Motion to adjourn the meeting at 8:35pm:**

- *Motion: Suzanne Cox*
- *Second: Selvi Oyola*
- *Approval: All*